

Qualifications and Responsibilities Summary for the Test Supervisor (TS), Back-up Test Supervisor (BU), and Test Accommodations Coordinator (TAC) State Testing - ACT and/or WorkKeys

*NOTE: This summary is **not** all inclusive, but is an overview of key qualifications and requirements. The Test Supervisor and Back-up Test Supervisor must assume important professional responsibilities to protect the integrity of all secure test materials and to ensure that all students at their school are tested under the same conditions as students at every other school administering the examination. In addition, one individual at the school will need to serve as the Test Accommodations Coordinator. This individual may be the appointed Test Supervisor, Back-up Test Supervisor, or a different staff member. All individuals appointed in these three positions (Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator) must meet **all** of the following qualifications and agree to the listed responsibilities. Refer to the Supervisor's Manual(s) provided prior to Test Administration Training sessions for a complete listing of qualifications and responsibilities.*

Qualifications and Requirements

For all three positions (TS, BU, TAC) - you must meet *all* of the requirements below:

1. **To avoid the appearance of a conflict of interest – and to protect relatives or wards from allegations of impropriety – staff members may not serve as the Test Supervisor (or the Back-up Test Supervisor) or have access to secure test materials if any relative or ward of that staff member will be testing with standard time at any school in your state during the initial or makeup administration. A staff member may not serve as the Test Accommodations Coordinator or have access to secure test materials if any relative or ward of that staff member will be testing with accommodations at any school in your state during the designated accommodations testing window. Relatives and wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.**
2. The Test Supervisor, Back-up Test Supervisor, and Test Accommodations Coordinator can serve at only **one school**.
3. Be available to serve in the appointed role the entire school year (e.g., do not appoint someone who is retiring mid-year).
4. Be available to receive test materials shipments at the school when they are scheduled to be delivered according to the *Checklist of Dates*.
5. Newly appointed Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators must participate in a mandatory training session conducted by ACT staff and the designated state agency (if applicable). This also includes previously trained staff at schools where a misadministration occurred in the prior year's administration.
6. Be proficient in English.
7. Be experienced in testing and measurement.
8. Be a staff member of the school.
9. Have control over locked, limited-access storage at the school to secure the test materials.
10. Ensure that the tests are administered in strict compliance with all policies and procedures as documented in the Supervisor's Manual(s) and in any supplemental policy information provided.
11. Not be engaged in test preparation activities for the ACT and/or WorkKeys at any time during the current testing year (September 1 through August 31), except as specifically required by school contract. The normal duties of a counselor or teacher are **not** a conflict of interest, *provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.*

Additional Qualifications for the TAC:

1. Not be a private consultant or individual tutor whose fees are paid by a student (or the student's family) for whom accommodations are requested.
2. May not coach high school or college athletics and may not supervise one-on-one testing for a student athlete. This restriction applies to all coaches whether a head or assistant coach, and applies to all sports whether they are in season or not. This does not apply to cheerleading coaches. An athletic coach may serve as a room supervisor if there is more than one student in the room.

Primary Responsibilities

For all three positions (TS, BU, TAC):

1. Provide a timely response to requests from ACT when additional information is needed regarding your school or students.
2. Read the Supervisor's Manual(s) and comply with all policies and procedures described therein and in any supplemental policy information provided.
3. Arrange for all students to complete pre-test sections of their answer documents in a supervised session at school, as described in the appropriate Supervisor's Manual(s). If applicable, affix barcode labels to student answer documents prior to test day.
4. Check in secure test materials within 24 hours of receipt at your school. Ensure security of test materials from receipt until return. Take steps to protect materials from damage, theft, or loss, and from conditions that could allow prior access to the tests.
5. Identify a sufficient number of qualified assistants to serve as room supervisors and proctors. In standard time rooms one room supervisor is required per room, plus one proctor for every 25 students in the room after the first 25. In accommodations rooms one room supervisor is required per room, plus one proctor for every 10 students in the room after the first 10. All testing staff must be proficient in English; may not be involved in ACT and/or WorkKeys test preparation outside of normal school duties; and may not be enrolled in high school. No room supervisor or proctor may assist in a room where a relative is testing. An athletic coach may not act as room supervisor in any one-on-one situation in which a student athlete is testing.
6. Conduct training for all testing staff before the test dates, including a complete review of the Supervisor's Manual(s).
7. Ensure all testing staff remain attentive to testing responsibilities throughout the entire administration, including accurate timing and monitoring for prohibited behavior.
8. Ensure room supervisors complete all required reports and forms during the administration. Verify and return all required reports, seating diagrams, forms, answer documents, and test booklets/alternate test formats immediately after testing as directed.
9. Document all irregularities and consult directly with ACT, as appropriate, regarding actions to be taken.
10. Cooperate fully with ACT, if applicable, to investigate and resolve suspected or documented irregularities.

Additional Responsibilities for the TS and BU:

1. Ensure that the enrollment figure(s) for all students who are required to test at your school have been provided as directed.
2. Arrange for all students to test on the designated test dates with testing as the first activity of the morning. All room supervisors in standard time testing rooms must begin reading the Verbal Instructions **no later than 9:00 a.m.**
3. Make arrangements for test rooms that meet standard testing requirements, including uncrowded seating facing the same direction, manageable security, good lighting and ventilation, adequate writing surfaces, and required space between students.
4. Ensure test rooms are free from distractions during the test session(s) (bells, public address system turned off, etc.) and separated from regular school activities.

Additional Responsibilities for the TAC:

1. Consult with appropriate school personnel to determine which students need to test with accommodations. Follow the specific procedures that are provided separately to request accommodations test materials.
2. Arrange for all students to test within the designated accommodations testing window using only the authorized accommodations and materials assigned to each student.
3. Assign students to test rooms with a room supervisor for each room, according to directions in the Supervisor's Manual(s), separating students with different timing/administration codes.